

Northwest Regional ESD Volunteer Application

Our volunteer application process includes a criminal history background check. As you fill out the application, please be sure to give us as much information as possible.

We'd like to thank you for filling out this application and we are especially grateful for your interest in volunteering to help our students and our schools.

Reason for Application

New Volunteer

Change of Personal Information

New School Year

Applicant Information

Please type or print clearly

(As Appears on State Issued Photo Identification)

Name: _____ Date of Birth: _____
(Last) (First) (Middle) MM/DD/YY

List Other Names Previously Used: _____ Gender: _____
(Includes Maiden Name)

Driver License No.: _____ State: _____ Social Security No.: _____

Address: _____ City: _____
(Full Street Address)

State: _____ Zip: _____ Phone: _____

Employer Name: _____ Phone: _____

Please list two references, one of which has worked with you in a business or volunteer setting:

Name: _____ Phone: _____

Name: _____ Phone: _____

Children Attending our Schools

Name: _____ Attending School at: _____

Name: _____ Attending School at: _____

If you are not a parent or legal guardian of a student, please state any relationship to, or affiliation with students or Staff member within NWRESD (intern, practicum, etc.): _____

Criminal History Verification

Have you **EVER** been convicted of a sex-related crime? Yes No

If yes, please explain: _____

If yes, did the crime involve force or minors? Yes No

Have you **EVER** been convicted of a crime involving violence or threat of violence?
 Yes No

If yes, please explain: _____

Have you **EVER** been convicted of a crime involving criminal activity in drugs or alcoholic beverages?
 Yes No

If yes, please explain: _____

Have you **EVER** been convicted of any other crime except a minor traffic violation? (Includes Traffic Crimes)
 Yes No

If yes, please explain: _____

Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal?
 Yes No

If yes, please explain: _____

Acknowledgement

Advisory: A check of the applicant's criminal history will be made by the Northwest Regional ESD to verify the responses to the preceding questions.

I hereby grant to the Northwest Regional ESD permission to check civil or criminal records to verify any statement made on this form. Regardless of whether the applicant grants consent, the Northwest Regional ESD will conduct a criminal offender record check of applicants for the position of school bus driver, volunteer, or other prospective school employees working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Oregon 97232, Telephone (971) 673-0764.

Signature

Date

Volunteer Conduct Expectations

Volunteer Application/Guidelines Form

A completed Volunteer Application/Guidelines form must be on file before working with students.

Identification

Volunteers are required to sign in and out of the building and wear a badge, tag, or button identifying them as a volunteer.

Management/Operations

Volunteers must understand that the paid staff is, by law, legally responsible for the overall management and operation of the school and its programs classrooms.

Confidentiality

Volunteers must keep information confidential regarding students and or staff members within the school in which they work. Such information is only to be discussed with the appropriate teacher or staff member at the school.

Discipline

Volunteers may not discipline students. Such matters are to be referred to the appropriate staff member.

Supervision of Students

Students are not to be left without supervision, especially in the event of an emergency. Volunteers should use the room communication system to call for help or send a student to the office if necessary.

Emergency Drills

During an emergency drill, volunteers are to exit the building with students, as directed by school staff.

Bodily Fluids

Volunteers are not usually trained to handle bodily fluids and should call for staff if a student is bleeding or vomiting.

Reliability

Volunteers must be reliable and will notify the staff person as soon as they are aware of being unable to volunteer or if arrival time is later than scheduled.

Example for Students

Volunteers set an example for students. Dress and behavior should not attract undue attention. Use of profanity, smoking, and the promotion of personal religious doctrine is not allowed in any NWRESD facility.

Use of NWRESD Network Services

Volunteers are expected to follow NWRESD policy and administrative rule EDE and EDE-AR regarding the "Acceptable Use of Electronic and Network Services".

Acknowledgement

I have read the above stated conduct and safety guidelines. I understand and agree to abide by all of the NWRESD guidelines and policies.

Signature

Date

Northwest Regional ESD

Site Coordinator: This page is to remain in a secure location onsite where the volunteer activities will occur to assist in the event of an emergency.

Applicant Contact Information

Name: _____
(Last) (First) (Middle)

Address: _____ City: _____
(Full Street Address)

State: _____ Zip: _____ Phone: _____

Emergency Contact Information

NWRESD Board policy requires that if a life threatening injury/illness of a volunteer occurs while in NWRESD property, 911 must be called immediately. However, occasionally there is need to contact someone, whom you authorize, in a non-life threatening situation. This information will be provided the utmost level of confidentiality. It will be filed at the site at which you will be working and will be accessed in emergency situations only.

In case of an emergency, please notify:

Name: _____ Phone: _____

Primary Care Physician: _____

Please list any allergies, medical conditions, and/or medical information that may be needed in the event of an emergency:

The following is a duplicate copy of the Volunteer Conduct Expectations that you signed above, please keep this copy for your records should you need to review it at a later date.

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**Northwest Regional
Education Service District
Policy**

Code: **EDE**
Adopted: 7/18/00
Readopted: 3/20/01
Orig. Code(s): EDE

Acceptable Use of Electronic and Network Services

The NWRESD electronic network is intended to facilitate the daily business operations of the NWRESD, as well as to foster the exchange of information in furtherance of education and research by students and staff of the NWRESD, its component school district, other NWRESD clients and service contracts with the NWRESD.

Network services are not intended for private use, and a person has no right to or expectation of privacy when using these network services. The NWRESD has the right to inspect and monitor all use of network services. Persons are required to use network services consistent with applicable laws, regulations, NWRESD policies and administrative rules. The superintendent will adopt administrative rules governing the use of the NWRESD network.

Use of NWRESD network services for a prohibited purpose or for a purpose inconsistent with NWRESD policy or administrative rules is grounds for termination of the privilege to use the services, and the user may also be subject to discipline, up to and including dismissal.

END OF POLICY

Legal Reference(s):

[ORS 30.765](#)
[ORS 163.435](#)
[ORS 164.345](#)
[ORS 164.365](#)
[ORS 167.060](#)
[ORS 167.065](#)
[ORS 167.070](#)
[ORS 167.080](#)

[ORS 167.087](#)
[ORS 167.090](#)
[ORS 167.095](#)
[ORS Chapter 192](#)
[ORS 334.125](#)
[ORS 336.222](#)
[ORS 339.250](#)
[ORS 339.260](#)

[ORS 339.270](#)

[OAR 581-021-0050](#)
[OAR 581-021-0055](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2000).
Oregon Attorney General's Public Records and Meetings Manual pp. 22-24, Appendix H, Department of Justice (1999)
Drug-Free Schools and Communities Act of 1986, P.L. 99-570.
Drug-Free Workplace Act of 1988, P.L. 100-690, Title V, Subtitle D, Sections 5151-5160, 102 Stat. 4305-4308.
Controlled Substances Act, 21 U.S.C. 812, schedules I through V, 21 CFR 1308.11-1308.15 (2000).
Drug-Free Schools and Communities Act Amendments of 1989, P.L. 101-226, 103 Stat. 1928 *et. seq.*
Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).
Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

Northwest Regional Education Service District Regulation

Code: **EDE-AR**
Adopted: 11/14/00
Readopted: 3/20/01

Acceptable Use of Electronic and Network Services

Overview

Users of NWRES D's electronic and network resources have a responsibility to not abuse these resources and to respect the rights of others. The **Acceptable Use of Electronic and Network Services** administrative rules provide guidelines for the appropriate and inappropriate use of information technologies.

The purpose of the **Acceptable Use of Electronic and Network Services** policy is to ensure an information infrastructure that promotes the basic missions of the NWRES D in the furtherance of education and research by students and staff. Computers and networks are powerful enabling technologies for accessing and distributing information and knowledge developed at the NWRES D and elsewhere. As such, they are strategic technologies for the current and future needs of the NWRES D. Because these technologies give individuals the ability to access and copy information from remote sources, users must be mindful of the rights of others to their privacy, intellectual property and other rights. These administrative rules codify what is considered appropriate usage of computers and networks with respect to the rights of others. With the privileges to use the information resources of the NWRES D come specific responsibilities outlined in these administrative rules.

Summary

Users of NWRES D information resources are expected to comply with software copyrights and licenses, recognize the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. These administrative rules cover appropriate use of computers, networks, and information contained therein.

Scope and Applicability

Applicability - This document is applicable to all NWRES D students and staff and to others granted use of NWRES D information resources and refers to all NWRES D information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the NWRES D. This includes word processing equipment, video systems, facsimile machines, telephones, personal computers, workstations, mainframes, minicomputers, and associated peripherals and software, regardless of whether used for administration, research, teaching or other purposes.

Legal Process - The NWRES D does not exist in isolation from other communities and jurisdictions and their laws. Under some circumstances, as a result of investigations, subpoena or lawsuits, the NWRES D

may be required by law to provide electronic or other records or other information related to those records or relating to use of information resources.

Rules

A user of NWRESD information resources who is found to have purposely or recklessly violated any of the following rules will be subject to disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action. Violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.

1. Copyrights and Licenses - Computer users are expected to comply with copyrights and licenses to software and other on-line information.
 - a. Copying - All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from or by any NWRESD student, staff or system, except pursuant to a valid license or as otherwise permitted by copyright law.
 - b. Number of Simultaneous Users - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
 - c. Copyrights - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is subject to the same sanctions as apply to plagiarism in any other media.
2. Integrity of Information Resources - Computer users must recognize the integrity of computer-based information resources.
 - a. Modification or Removal of Equipment - Computer users must not attempt to modify or remove computer equipment, software or peripherals that are owned by others without proper authorization.
 - b. Encroaching on Others' Access and Use - Computer users must not encroach on others' access and use of the NWRESD's computers. This includes but is not limited to: the sending of chain-letters or excessive messages; printing excess copies of documents, files, data or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems or disk partitions; attempting to crash or tie up a NWRESD computer or network; and damaging or vandalizing NWRESD computing facilities, equipment, software or computer files.

- c. **Unauthorized or Destructive Programs** - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities which interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users must not use network links for any use other than permitted in network guidelines. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including the NWRESD, as well as criminal action.
3. **Unauthorized Access** - Computer users must refrain from seeking to gain unauthorized access to information resources or enabling unauthorized access.
 - a. **Abuse of Computing Privileges** - Users of NWRESD information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information or network in question is owned by the NWRESD. For example, abuse of the networks to which the NWRESD belongs or the computers at other sites connected to those networks will be treated as an abuse of NWRESD computing privileges.
 - b. **Reporting Problems** - Any defects discovered in system accounting or system security must be reported to the appropriate system administrator so that steps can be taken to investigate and solve the problem.
 - c. **Password Protection** - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.
 4. **Usage** - Computer users must respect the rights of other computer users. Most NWRESD systems provide mechanisms for the protection of private information from examination by others. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of NWRESD policy and may violate applicable law. Authorized system administrators may access computer users' files at any time for maintenance purposes. System administrators will report suspected unlawful or improper activities to the proper authorities.
 - a. **Unlawful Messages** - Use of electronic communication facilities (such as mail or talk, or systems with similar functions) to send fraudulent, harassing, obscene, threatening or other messages that are a violation of applicable federal, state or other law or NWRESD policy is prohibited.
 - b. **Mailing Lists** - Users must take into account the purpose and charters of computer mailing lists (including local or network news groups and bulletin-boards). The user of an electronic mailing list is responsible for determining the purpose of the list before sending messages to or

receiving messages from the list. Subscribers to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the list's purpose. Persons sending to a mailing list any materials which are not consistent with the list's purpose will be viewed as having sent unsolicited material.

- c. Advertisements - In general, the NWRESD's electronic communication facilities should not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below). Some public bulletin boards have been designated for selling items by members of the NWRESD community, and may be used appropriately, according to the stated purpose of the list(s).
 - d. Information Belonging to Others - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs or passwords belonging to other users, without the permission of those other users.
5. Political, Personal and Commercial Use - The NWRESD is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. It also is a contractor with government and other entities and thus must assure proper use of property under its control and allocation of overhead and similar costs.
- a. Political Use - NWRESD information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, and may be used for other political activities only when in compliance with federal, state and other laws and in compliance with applicable NWRESD policies.
 - b. Personal Use - NWRESD information resources shall not be used for personal activities not related to appropriate NWRESD functions, except in a purely incidental manner.
 - c. Commercial Use - NWRESD information resources shall not be used for commercial purposes, except as permitted under other written policies of the NWRESD or with the written approval of the Superintendent. Any such commercial use shall be properly related to NWRESD activities, take into account proper cost allocations for government and other overhead determinations and provide for appropriate reimbursement to the NWRESD for taxes and other costs the NWRESD may incur by reason of the commercial use. Users also are reminded that the "k12.or.us" domain on the Internet has rules restricting or prohibiting commercial use, and thus activities not appropriately within the "k12.or.us" domain and which otherwise are permissible within the NWRESD computing resources should use one or more other domains, as appropriate.